



**Scoring Criteria 1: Qualifications/Expertise of Firms on Team**

Min pts 0 : Max pts 20

**A. Include the following items:**

- Provide a listing of all firms on your proposed team;
- List the type(s) of expertise that each firm on your team can provide;
- How long has each firm on your team provided these type(s) of expertise;
- For each firm on your proposed team, provide the number of employees within the state of Washington. Also, provide the number of employees that each firm on your proposed team has nationwide; and
- Provide organization chart of your proposed team and include the respective roles that each firm will provide for the team.

**B. Include the following items:**

Provide a listing of each team member's offices within the state of Washington. Include the total number of employees within each location and the type of expertise that is available at each location.

**C. Include the following items:**

Has the prime consultant worked with proposed sub-consultant(s) on similar projects in the last three years? If yes, provide the name of the project, each firm's role on the project and the dates the services were performed. Limit examples to one project for each sub-consultant firm.

**D. Include the following items:**

Provide a table identifying current availability of key staff and resources for each firm on the proposed project team. The availability of staff must be identified as hours available per month for the length of the project, not in percentage of time available.

**E. Include the following items:**

Provide a list of up to five clients that each firm on your project team has provided services to within the last three years. The services provided must be the same as or similar to the required expertise needed for this project. Include the work/services provided to the client and the approximate consultant fee of each project.

**Scoring Criteria 2: Qualifications of Proposed Project Manager(s)**

Min pts 0 : Max pts 20

**A. Include the following items:**

Provide up to three examples for the proposed Project Manager that demonstrates his/her prior experience as a Project Manager on WSDOT or similar projects. Include the date(s) of each project; the name of the client/organization for each project; list the project manager's responsibilities and tasks on each project.

**B. Include the following items:**

Demonstrate the Project Manager(s) familiarity with relevant state and federal regulations and/or procedures.



C. Include the following items:

Provide up to three examples of the proposed Project Manager's ability to manage all of the following within a project:

- Project placement schedules;
- Identification of placement requirements;
- Budget issues; and
- Changes that arise throughout the life of the project.

**Scoring Criteria 3: Key Team Members Qualifications (Prime Consultant and Sub-Consultants)**

Min pts 0 : Max pts 20

A. Include the following items:

- List each key team member's role/responsibilities on your proposed team;
- For each proposed key team member, provide up to three examples of prior relevant projects. Include the name of project(s); dates of the project(s); and roles/responsibilities for each team member on those project(s); and
- For each key team member on your proposed team, demonstrate his/her understanding of WSDOT and/or public agency regulations/procedures.

**Scoring Criteria 4: Firm's Project Management System (Prime Consultant Only)**

Min pts 0 : Max pts 20

A. Include the following items:

- Describe your firm's Quality Assurance/Quality Control processes for the following areas:
  - Internal selection process for prospective candidates to provide temporary services;
  - Process description for candidate interview procedures; and
  - Description of candidate evaluation criteria.
- Describe your firm's process for interacting with your internal project team to provide appropriate placement of temporary personnel candidates;
- Describe your firm's ability to provide interaction with your client and/or stakeholders to assess temporary personnel placements.

**Scoring Criteria 5: Project Delivery Approach**

Min pts 0 : Max pts 20

A. Include the following items:

- How does your firm develop a placement plan for this project;
- Who is involved with the decision making processes for the development of the placement plan;
- Describe each of the elements of the proposed placement plan for this project; and
- Describe how your placement plan addresses contingencies that may arise during the project.

B. Include the following items:



Describe your approaches to resolve issue(s) within the project team, client(s) and stakeholders.

**C. Include the following items:**

Provide assumptions for placement plan structure, i.e. WSDOT vs. Consultant deliverables.

**D. Include the following items:**

Identify any key issues and critical milestones for this project.

**Scoring Criteria 6: References/Past Performances (Prime Consultant Only)**

Min pts 0 : Max pts 20

**A. Include the following items:**

Provide a minimum of three (3) evaluations. If three (3) or more evaluations have been performed by WSDOT for projects that have been completed during the past three (3) years, please refer to each WSDOT Y-Agreement number for verification of scores. If a minimum of three (3) WSDOT evaluations have not been performed for projects completed within the last three (3) years, it is necessary to have an evaluation of past performance completed by a client. The performance evaluation forms completed by clients must be returned to the Consultant Services Office under separate cover by the submittal due date. The evaluation form may be obtained by clicking on the link "Performance Evaluation Completed by Reference" which can be found on the main web page for this advertisement. Provide reference information for a minimum of three (3) with a maximum of five (5) similar projects for public sector clients in the last three (3) years. If you wish to have a Performance Evaluation completed on a WSDOT project, please contact the WSDOT project manager and have them complete WSDOT's internal Filemaker Pro form 272-019 "Performance Evaluations – Consultant Services."

**Scoring Criteria 7: Cost Factors (Prime Consultant Only)**

Min pts 0 : Max pts 20

Include the following items (If your firm has an established overhead rate use item "A" otherwise use item "B"):

**A. Overhead Rate and Direct Labor Costs:**

- Overhead rates: Please state your firm's overhead rate. Please include supporting audited/unaudited overhead schedule for the most current fiscal year. Please include the beginning and ending dates of your firm's fiscal year.
- Direct (raw) labor costs:
  - Please include the Direct (raw) Labor costs for the first six weeks for all of the Schedule A Position Classifications;
  - Please include the Direct (raw) Labor costs for all of the following Classifications that are not part of the Union contract: Senior Accountant, Cost Accountant, Financial Analyst, Certified Public Accountant, Senior Administrative Assistant, Certified Payroll Professional, and Certified Internal Auditor;
  - For personnel who perform placement/administrative functions that will be billed on this contract, include Direct (raw) labor costs, listing proposed personnel with



corresponding labor classifications, clearly identifying the proposed project manager.

- If not billing for personnel performing placement/administrative functions, please indicate that the associated costs are included in your overhead and/or profit.

B. Statement of Billing Rates: If your firm does not have a FAR audited overhead rate, include the following:

- Descriptive statement that the rates listed are the lowest/best rates given to any client;
- The beginning and ending dates that the quoted hourly rates are valid;
- Indicate how your firm will be billing WSDOT for their fee for placement, whether it will be a loaded billing rate per classification or a one-time fee per placement for placement services;
- The hourly billing rates for each labor classification as follows:
  - List the hourly billing rates for the first six weeks for all of the Schedule A Position Classifications;
  - List the hourly billing rates for all of the following Classifications that are not part of the Union contract: Senior Accountant, Cost Accountant, Financial Analyst, Certified Public Accountant, Senior Administrative Assistant, Certified Payroll Professional, and Certified Internal Auditor;
  - List the hourly billing rates for personnel who perform placement/administrative functions that will be billed on this contract, clearly identifying the proposed project manager;
  - If not billing separately for personnel performing placement/administrative functions, please indicate what portion of the hourly billing rates for provided personnel is your firms' fee for performing placement/administrative services or indicate what the one-time per placement service fee is for placement/administrative services.